

III. RECORDS RETENTION SCHEDULE.

OFFICE OF THE SECRETARY

ASSISTANT SECRETARY

DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-4

This Schedule Lists Only Those Records  
Created and Used by the

Office of the Secretary  
Assistant Secretary

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 612-4

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Office of the Secretary  
Assistant Secretary

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>LEGISLATION:</u>  Copies of all House and Senate Bills introduced into the Legislature.	Retain for three (3) years, then destroy.
2.	<u>DEPARTMENTAL LEGISLATION:</u>  Final drafts of departmental legislation written by this office and associated correspondence filed alphabetically by name of Board or Commission.	Retain for five (5) years, then destroy.
3.	<u>GENERAL ADMINISTRATIVE CORRESPONDENCE:</u>  Letters, reports, legislation, memoranda, charts and miscellaneous material which reflect the routine operations of this office.	Retain for five (5) years, then destroy.

Schedule approved by Department, Agency or Division Representative

Director,

Administrative Services

July 31, 1975

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8-28-75  
Date

Edward C. Papenfuss  
Archivist

SEP 29 1975  
Date

Leonard A. H. [Signature]  
Secretary